



DEPARTMENT OF THE ARMY
HEADQUARTERS, 3rd Battalion 381st Regiment (TS)
310 Armed Forces Drive
GRAND PRAIRIE, TEXAS 75051

REPLY TO
ATTENTION OF

AFKR-TTC-BD-DBN

27 April 2004

MEMORANDUM FOR ALL PERSONNEL

SUBJECT: Battalion Policy Letter #13: Policy for the Use of Government Property and Services

1. References: 2d Brigade SOP, AR 735-5, AR 58-1, AR 25-1
2. General: This Policy is to ensure the proper utilization of government property and services.
3. Government vehicles, equipment and services will not be used for personal benefit.

Tactical and GSA Vehicles will only be used for official business. Using a GSA vehicle to go to a restaurant while on TDY is permissible. No one under any circumstances, may use a GSA vehicle to go to his house, or be dropped off at his house.

a. Cell phones will only be used for official military business, and should only be used when other official phone or radio service is unavailable. Personal calls on Government cell phones will be for emergencies only. Personnel with cell phones should discourage anyone from calling their cell phone except for official business.

b. Lap top computers will not be checked in with baggage on commercial flights but must be hand carried on board the airline.

c. Computers will only have official certified programs installed on them. Games are not official certified programs.

d. Travel and Frequent Flyer Miles; All soldiers will use Carlson Travel for official TDY travel. Frequent flyer miles earned as a result of government travel are not authorized for personal use and will be turned-in for government use.

e. Military Supplies are for use by the units. Pens, paper, scissors, etc., bought with government funds are government property. Supplies are not to be taken home for personal use.

f. Government Travel Card (GTC) is to be used only when on official government travel/business. Misuse of the GTC could result in legal action and the loss of the privilege of use.

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4. Proper use of government equipment and services is everyone's responsibility. We must all take an active role in safeguarding government property and services in order to reduce waste, fraud and abuse.

5. Ready and Alert!

FERNANDO GUTIERREZ
LTC, QM
Commanding